Introduction

The Tulalip Tribes, a native sovereign nation, is seeking a Document Management System (DMS) solution to efficiently and effectively manage our government's records and documents. The Tulalip Tribes' is looking for a modern solution that will work with our current system equipment and software. We are especially interested in exploring innovative solutions and/or proposals, even if they involve radical changes to our current approach. Proposed solutions should be expandable to allow us to provide DMS services as a business venture.

Background

In March 2000, the Tulalip Tribes embarked on the Tulalip Technology Leap (TTL) project. TTL's aim was to close the technology gap between the Tribes and the surrounding communities by designing and deploying a technology infrastructure that supports tribal needs ranging from cultural preservation to tribal government and business operations. During the planning phase of the project, which was completed in January 2001, technology requirements were gathered from a wide variety of individual and organizational perspectives. These requirements were then organized and consolidated into an integrated list of several core projects essential to the Tulalip Tribes. TTL has since become Tulalip Data Services (TDS), a department of the Consolidated Borough of Quil Ceda Village. The name change represents TTL's success in closing the aforementioned technology gap, as well as an expansion of the role TDS plays in supporting the Tribes' day-to-day operations. Although TDS's role has been expanded, the core projects remain a driving force in the continual development of Tulalip Tribes' technology infrastructure. The subject of this request for information—Tulalip Document Management System—is one such project.

Summary

The Document Management System (DMS) was implemented in 2003 as a means of electronically organizing and storing Tulalip Board of Directors resolutions and directives. Before the implementation of DMS, Board documents were simply stored in hard copy, but not organized systematically, which made retrieval difficult. The records were also in danger of being lost or destroyed. In order to provide easier access and retrieval of Board records, the DMS staff scanned paper records into digital files, which were then placed into an electronic library.

Currently, the DMS program has been upgraded to the latest Kofax scanning software and equipment. We have expanded our scanning services to all Tulalip Tribal Government departments that require document storage and retrieval.

The document storage and retrieval software we currently use will no longer be supported after May 2010. Tulalip is looking for a software solution that will meet the document management requirements of our many different tribal departments, programs, and customers.

Goal

- Acquire software that is versatile & capable of customization for all Tulalip Tribal Departments/Entities to manage both structured and unstructured documents.

Objectives

- To provide scanning services for tribal departments which have active and inactive document storage needs in a records-management system.
- To identify a records-management software that is easy to navigate and will integrate with MS Office products already in use by tribal departments.
- To create skilled jobs that can be filled by tribal members in any department.
- To efficiently store active and inactive documents in a secured system.
- To efficiently integrate current stored documents into an easy-to-use records-management system.
- To acquire and maintain a user-friendly, advanced records-management system.
- Minimizing the footprint of paper documents within an office facility while maintaining the ability to retrieve/review the documents.
- Striving to a more eco-friendly working environment through a 'more paperless' solution.